PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Distribution **DATE:** August 11, 1997

FROM: William F. Lynch III

RE: **Records Disposal Suspension Notice**

Philip Morris Incorporated recently received requests for the records described in Attachment A to this notice. Those records (some or all of which already may be placed under disposal suspension in connection with previous requests) are hereby placed under disposal suspension in connection with the most recent requests.

The request includes all forms of records, including paper documents, computer-based electronic records (including computer disks and tapes), microfilm, video and audio recordings, and every other memorialization of information and other material related to the specified subjects.

The records must not be disposed of or altered in any way, except as set forth below regarding electronic records. Paper records should be maintained in their current form and arrangement. If they are no longer needed for normal business purposes, however, they may be boxed and placed in storage (properly identified and labeled as disposal suspended material). Electronic records that are the subjects of previously issued disposal suspension notices dated April 6, 1994, April 21, 1994, May 4, 1994 and July 28, 1994 must be preserved in electronic form. All other electronic records (including e-mail) should be retained by printing and retaining a paper copy only. Please note, however, that any electronic records subject to disposal suspension that are incapable of being printed must continue to be maintained in electronic form.

Records already subject to disposal suspension are listed in the applicable Records Management Manual and in prior records disposal suspension notices, which remain in effect without change.

Please be advised that any failure to adhere to these requirements could subject you to discipline by the Company, as well as possible civil and/or criminal penalties.

Code: **1997 - 005 - 005 - F**

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If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/js
Attachment

Distribution:

Philip Morris Incorporated (PMUSA)
Russell Bertelsen - New York
Guy Bryant - Richmond
Lewis Cummings - Richmond
Marian DeBardeleben - Richmond
Carla Gregory - Richmond
Charity Harris - Richmond
Beverly Honaker - Richmond
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